


2024 Schaefer Reunion Minutes & Action Plan

Date:	3.9.24
Time/Where:	9 AM THANK YOU JANELLE FOR HOSTING → 
Attendance:	Paul Bauer, Mary Kay Carroll, Kathy Friederich, and Krista Call

- **Chair**

- Reported on how registration is going. 35 adults and 11 children so far
- We will send out two more email blasts reminding people to register.
- Registration ends March 31. However, it is not a hard stop.
- Mary Kay has agreed to be the MC.
- We clarified what words to put on the award certificates: “in attendance” instead of present.
 - Also, add to the list of awards “who signed up first.”
- We updated the schedule: 1:00 PM Welcome, 1:30 PM Ice Breaker Game using a beach ball instead of tennis balls, 2:00 PM Dinner is Served, 2:30 PM Family Photos Begin, 2:30 PM Cornhole Tournament Starts, 3:00 Bag Game, 3:30 PM Awards, 4:00 PM, Live Music, Ice Cream Bar.
- 4:30 PM, Cornhole Championship, All Day-Volleyball, Coloring, Card Games, Bounce House, Face Painting
- We need several people to volunteer to bring first-aid kits.

- **Program Activity Team**

- Mary Kay will arrange to meet with her team at Shiloh Park. She will take pictures and map out the park, which will help us determine where to set up the activities.
- We had a decision on the age limit for using the bounce house. One bounce house is for younger children, 2-6 years old, and another for ages 6-10. Rules apply to all
- There will be a Cornhole Tournament starting at 2:30. There will be a poster with all participants names on it, which will be updated as the tournament goes on. The championship game will be played at 4:30 pm
- 20 to 30 minutes for Bag Game, start gathering clothes
- Heidi will print the coloring page out 2x6.5 feet.
- We will have information signs in clear plastic holders at the registration table to help people navigate the sign-in

- **Hospitality Team:**

- We will need to purchase some snacks to put in the buckets to put on picnic tables
- Mark has an estimated price list. We need a list of all the items we need to buy.
- Our menu so far includes a taco bar and pulled pork, and we will supply water and an ice cream bar.
- We decided not to serve hot dogs, with Mark and Andrea’s approval at the next meeting.
- All the meats will be cooked prior to the reunion
- Mary Kay has volunteered to bring all the toppings for the ice cream

- **Hospitality Team conti**

- Mark and Andrea will make a list of all food items, paper products, and people helping them at the food station
- Mark will be in charge of the meat
- Andrea will be in charge of the ice cream bar

- **Marketing Team:**

- T-shirts will cost \$15 a piece regardless of size. T-shirt information needs to be ready for April's meeting. The t-shirts can be handed out at Eckert's
- We will need purchase small buckets for snacks. Heidi will create the label logo to go on them .
- Create a Schaefer Banner, \$18
- Heidi offered to use the water cooler from her work at the reunion. We would buy the jug of water
- We clarified what pictures will look like. Family clan pictures first ie, Holtgrewe clan, Bauer Clan, then generational group pictures, entire Schaefer family picture.

- **Finance Team:**

- We \$604.97 has been collected from the registration fees and deposited in the Schaefer bank account.
- We need to repay Andrea for the park deposit, and Mark for buying the pork butts.
- More checks are coming in than the use of PayPal

- **Historian Team:**

- Paul would like to find someone to take over the genealogy for the Schaefer family.

Action Plan

Krista	Send out an email blast reminder, update website, and finish the awards of certificates and Aunt Joan's book. Make a list of supplies like tape, wet wipes etc.
Mary Kay Janelle	Visit the Shiloh Park, create a layout map, and further refine the program activities.
Heidi Kathy	Continue work on gathering more information regarding the T-shirt order. Additionally, create a detailed list of all the items that need to be purchased, made or printed by the Marketing team for the upcoming reunion. Heidi will be responsible for generating colored name tags that are coded by family, along with the family lineage information.
Paul	Continue tracking the registration and money, as well as working with Heidi on displaying the family tree.
Mark Andrea	Prepare a detailed list of items needed for the meal/ice cream bar, including items to be purchased and those to be brought from home.

NEXT MEETING April 20 @ 9 AM at Janelle's house